Human Resources Data Set

Dictionary

Human Resources Submission Data Set Layout

Field Number	Description	Field Type	Field Length	From	To	Format	Fatal?
1	Organization Identifier	Alpha/Numeric	6	1	6	######	Yes
2	Staff/record Identifier	Alpha/Numeric	15	7	21	#	Yes
3	Date of report	Alpha/Numeric	8	22	29	YYYYMMDD	No
4	~~Date of Birth~~	~~Alpha/Numeric~~	~~8~~	~~30~~	~~37~~	~~YYYYMMDD~~	~~No~~
5	Date of employment/affiliation	Alpha/Numeric	8	38	45	YYYYMMDD	No
6	Discipline/training/profession	Alpha/Numeric	2	46	47	##	No
7	Highest degree/education	Alpha/Numeric	1	48	48	#	No
8	Employment/affiliation status	Alpha/Numeric	1	49	49	#	No
9	Hours typically scheduled per week	Numeric	2	50	51	99	No
10	Separation date	Alpha/Numeric	6	52	57	YYYYMM	No

Note: Date of Birth no longer required per JCIC meeting of 7/21/2004

NOTE ON HIRE AND TERMINATION DATES

When a staff member leaves the employment of a region, the region must change the HR record by entering the Separation Date in field 10. If the person is then re-hired, the region may change the Employment date to the most recent hire date without eliminating the Separation Date. This will cause a one-time General Error (Term before Hire Date) and the termination date will then be set to null in RDMC's database.

Human Resources Data Set File Layout

Field Number	Field Name * = Key field	Type / Size	Edits	Errors	
1	* Region_Number	char 2	No edit, Organization ID contains region # and edit is contained in that field		
2	* Staff_Identifier	char 15	May NOT be blank or all zeros	F	A
3	Organization_Identifier (Provider)	char 6	Must match Providers table	F	A
4	Report_Date	date	Before date of edit else set to NULL	G	A
5	~~Birth_Date~~ (no longer needed)	date			
6	Employment_Date	date	Before date of edit, after DOB, after 1/1/60 (else possible) else set to NULL	G/P	A
7	Professional_Type	char 2	Must match a valid code else set to "98"	G	A/C
8	Highest_Degree	char 1	Must match a valid code else set to "8"	G	A/C
9	Employment_Status	char 1	Must match a valid code else set to "8"	G	A/C
10	Hours_per_week	num 2	Must be numeric else set to "98"	G	A/C
11	Separation_Date	date	May be blank or before date of edit and after employment date else set to NULL	G	A

Note: Input records that match existing records, completely replace the existing records. Records for separated employees are NOT removed from the file.

Under the Error column;
> F = Fatal error - field vital to record, entire record rejected, no further edit checks are performed
> G = General error - invalid value, data recorded for reporting purposes, value changed to Unknown / Not Collected
>> NOTE: NOT counted in completeness accumulation
> P = Possible problem - value in this field should be reviewed as it is outside normal bounds or is in conflict with another field
>> **Note: Human Resources records for staff who have been separated are still being edited for valid codes in fields 1-9. However, any errors in these records (such as an invalid Date of Birth) are counted as Possible Errors only, and are not accumulated or counted against the Center.**
> A = Accuracy - this field checked for accurate values – (A) counted only when data is included
> C = Completeness - this field checked against Unknown / Not Collected code

If total unacceptable fields / total acceptable fields > 5%, then Acceptance = FAIL

If the number of incomplete values / total ~~acceptable values~~ fields > 5% for ANY of the fields considered for Completeness, then Completeness = FAIL

No Timeliness is checked for HR records since this table is not required to be updated monthly.

1. Organization Identifier

Length	Format	From	To	Fatal
6	######	1	6	Yes

Description: 6-digit provider ID as specified in the Provider database (see web site for complete provider listing).

Valid Codes: A provider ID that has been submitted in the Provider data set. The first two digits of this ID must match the Region Number in the filename.

Error Action   Fatal, Record Rejected

2. Staff/record Identifier

Length	Format	From	To	Fatal
15	#	7	21	Yes

Description   Professional ID number (15 digits) assigned by CMHC.

Valid Codes   Up to 15 digit ID assigned by the center. May not be all blanks nor all zeroes.

Error   Fatal, Record Rejected

3. Date of report

Length	Format	From	To	Fatal
8	YYYYMMDD	22	29	No

Description   Year, Month, Day of report in the format YYYYMMDD.

Valid Codes   Date in the format YYYYMMDD. Must be prior to or the same as the current date.

Error   General error reported, field set to null in database.

4. Date of Birth

Length	Format	From	To	Fatal
8	YYYYMMDD	30	37	No

Note: This field no longer in use. Please zero fill or follow instructions below
Description   Employee birth date in the format YYYYMMDD.

Valid Codes   Date in the format YYYYMMDD. Must be prior to or the same as Field 3 - Date of Report, and less than 150 years prior to submission date.

5. Date of employment/affiliation

Length	Format	From	To	Fatal
8	YYYYMMDD	38	45	No

Description | The most recent date when current employment or affiliation began with the reporting organization: YYYYMMDD.

Valid Codes | Date in the format YYYYMMDD. Must be prior to or the same as the Date of Report and after the Date of Birth.

Error | If invalid, general error reported, field set to null in database
If date is prior to 1960, possible error reported

6. Discipline/training/profession

Length	Format	From	To	Fatal
2	##	46	47	No

Description | Assign individual to one category that best reflects the major discipline, training, or occupation for which they have been trained or hired.

Valid Codes
01 Physician
02 Psychiatrist
03 Licensed Psychologist/Ph.D Licensed Psychologist
04 Certified Psychologist with Autonomous Functioning
05 Licensed Clinical Social Worker
06 Registered Nurse with a masters degree in psychiatric nursing
07 Certified Marriage And Family Therapist
08 Certified Professional Art Therapist
09 Certified Professional Counselor
10 Certified Alcohol and Drug Counselor
11 Targeted case managers
12 Treatment foster parents
13 Clinical Associates
    Psychological Associate or Certified Psychologist
    Certified Social Worker
    Registered Nurse
    Professional Equivalent
14 Independent Psychiatric Rehabilitation Practitioner
15 Rehab Support Staff
    Community Support Staff
    Family Support Staff
16 Advanced Registered Nurse Practitioner
17 Physicians Assistant
18 Prevention Staff
19 Other Support Staff
98 Unknown / Not collected

Error | General error reported, field set to 98 in database

7. Highest degree/education as of date of report

Length	Format	From	To	Fatal
1	#	48	48	No

Description	Choose one of the following:
Valid Codes	1 Less than high school diploma or GED
	2 High school diploma or GED
	3 Some education beyond high school but no degree
	4 Associate degree
	5 Bachelor's degree
	6 Master's degree
	7 Doctorate (e.g. M.D.,Ph.D.,Sc.D.,J.D.,Ed.D.,D.O.)
	8 Unknown / Not collected
Error	General error reported, field set to 8 in database.

8. Employment/affiliation status with the organization

Length	Format	From	To	Fatal
1	#	49	49	No

Description	Choose one of the following:
Valid Codes	1 Salaried payroll employee - Full time (35 hours per week or more)
	2 Salaried payroll employee - Part time (34 hours or less per week)
	3 Paid under contractual arrangement
	4 Student, trainee, resident, intern
	5 Volunteer
	8 Unknown / Not collected
Error	General error reported, field set to 8 in database.

9. Hours typically scheduled each week within the organization

Length	Format	From	To	Fatal
2	99	50	51	No

Description	A two digit whole number.
Valid Codes	Any two digit whole number.
Error	General error reported, field set to 98 in database.

10. Separation date

Length	Format		From	To	Fatal
6	YYYYMM		52	57	No

Description   If applicable, the month and year during which the relationship/affiliation between the individual and the organization terminated.
If the employee is still currently working for the organization, either leave this field blank or set equal to '000000'.

Valid Codes   Date in the format YYYYMM. Must be prior to or the same as the Date of Report and after the Date of Employment.

Error   General error reported, field set to null in database.